

Vermont Department of Labor

WORK SEARCH REPORT

(PRINT) Your Name

Social Security Number

You are expected to make a reasonable effort to obtain a job. A reasonable work search effort would be an overall average of **AT LEAST THREE (3) JOB CONTACTS EACH WEEK**, making sure to document the date of contact each time.

WHAT IS CONSIDERED A JOB CONTACT? It generally **MUST BE** an **IN-PERSON** contact. The exception is if you are seeking a professional position or a position which requires a resume as the method of application for employment. A resume may be used instead of the in-person contact. **TELEPHONE CONTACTS ARE NOT** considered a job contact.

You may make additional contact by telephone, mail or e-mail. However, three (3) contacts per week must be made by using the methods described in the paragraph above. Use the section below to document the contacts that you make. **Complete every section** of the job contact information. Keep this list until you are notified to submit it to the department.

EMPLOYER NAME	EMPLOYER ADDRESS	PERSON CONTACTED	DATE OF CONTACT	METHOD OF CONTACT	TYPE OF WORK APPLIED FOR	OUTCOME OF CONTACT

